User Reference Guide

Well Management
Module 3
Submit Well Summary

Table of Contents

COURSE OVERVIEW

Course Description

The Well Summary online form is used by External Users and Internal Users (submitting on behalf of External Users) to enter well details of the work accomplished after completion of one of the following:

- Drill New well
- Rework an existing well
- Redrill an existing well
- After abandoning well

Process Flow

The end-to-end business process for Well Summary covers the following:

- Submitting Well Summary
- Updating Well Information

1 SUBMIT WELL SUMMARY

In this lesson you will learn how to submit a Well Summary form.

Lesson Objectives:
- Submit Well Summary
-

1.1 Submit Well Summary

Step	Action	Required Fields
1.	From the Home screen, select **Online Forms.**	
2.	In the search bar on the right, type in **"Well Summary".**	
3.	Click on the blue hyperlink labeled **Well Summary.**	

Section 1. Form Information

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Well Summary. Start by typing in the **Organization Name** and search for the correct organization for the dropdown.	Organization
2.	Type in the **API No.** for the well or search for the **API No.** from clicking on the right side of the search bar.	API
3.	Type in the **Permit No**. for the well or search for the correct Permit No. from clicking on the right side of the search bar.	Permit No.
4.	Enter in a **Description** for this Well Summary **NOTE:** It is recommended to enter "Well Name" in Description so that this information can also be used to locate the form. Ex: Lake View 2	Description
5.	Click "**Next**" . Next	

Section 2. EDD Submission

Step	Action	Required Fields
1.	Select whether you will submit using the **Electronic Data Deliverable (EDD)** template or continue with submission of data using the online form. If no is selected, move to next step.	
2.	If using EDD, select **Yes**.	
3.	Download the EDD template using the **blue hyperlink.**	
4.	Fill out the required fields within the excel EDD template.	

5.	Click the "**Select files…**" button.		
6.	Locate and select the file from the "**Open**" window.		
7.	Click "**Open**".		
8.	Click "**Next**".	Next	

Section 3. Operator Information

Step	Action	Required Fields
1.	Review organization details for correctness. *Note*: changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click **"Actions".**	

4.	Click **"Add Contact".**	
5.	Complete contact info dialogue box that appears.	
6.	Click blue **"Update"** button.	
7.	Click **"Next"** . Next	

Well Summary

Section 4. Permit Information

Step	Action	Required Fields
1.	All information on this page is read-only. Review all information for completeness and accuracy.	
2.	Click **"Next"**.	

Well Information

Please enter relevant dates and information on the completed Well Operation

* Indicates required field

Date Commenced *	Date Completed *	Rig Release Date *	Spud Date
03/08/2018	03/08/2018	03/08/2018	03/08/2018

Depth measurements are referenced to * ⓘ

Kelly Bushing ▾ [   ] feet above ground

Elevation of ground above Mean Sea Level

Current *   Proposed

[   ]   [   ]

Wellbore Depths

Depth Type	Proposed (ft)	Actual (ft)
Bottom Hole (MD)		
Bottom Hole (TVD)		
Plugback Depth (MD)		
Plugback Depth (TVD)		

Please select the direction of this wellbore *

Directional ▾

If yes, please upload a Directional Program data in the template provided on Step 10, Document Upload

Check all that apply to this notice

☐ The presence of H2S (Hydrogen Sulfide) or waste gas was detected

Concentration (ppm) [   ]

☐ Fresh Water is present

If yes, please enter Zone information in the table below.

☐ USDW present

If yes, please enter Zone information in the table below.

Please provide Zones of Significance ⓘ

Actions ▾

Zone Category	Zone Name	Estimated/ Actual	Top TVD (ft)	Top MD (ft)	Bottom TVD (ft)	Bottom MD (ft)

Describe any known significant geologic markers below, and estimated depths

[   ]

All comments are discoverable records, open to public review.

Section 5. Well Information

Step	Action	Required Fields
1.	Input **Commence Operation Date, Completed Operation Date, Rig Release Date.** Note: All Grayed-out fields are read-only. These fields were entered when the NOI was created.	
2.	Use the drop-down menu to select the reference depth (i.e. **Kelly Bushing, Ground Level, Derrick Floor**). Input how many **Feet above ground** that reference depth is.	Depth Datum, Elevation of depth datum
3.	Input the **elevation of ground above Mean Sea Level**.	
4.	Input **Bottom Hole (MD), Bottom Hole (TVD), Plugback Depth (MD), Plugback Depth (TVD) if applicable** in the corresponding Actual Field tabs. Note: All Grayed-out fields are read-only. These fields were entered when the NOI was created.	Bottom Hole
5.	Select the direction of this wellbore if **Vertical, Horizontal, Directional.**	Direction of this wellbore
6.	Select the box if any of the following apply: • If H2S was detected, click the box labeled **"Presence of H2S…"** and input the concentration (in ppm) in the box to the right • If **BFW** or **USDW** was detected, click the box labeled **"Base of Fresh Water**" or **"USDW"** And input the zone information in the table below	
7.	Provide any Zones of Significance in the table by inputting **Zone Category, Zone Name**, if the zone depth **is Estimated/Actual**, **Top and Bottom TVD (ft) and MD (ft), Formation Pressure (PSI),** If there is **Oil/Gas Shows, and Encountered** while drilled. Note: Zones of Significance is required if BFW, USDW or H2S is selected in the previous step.	Zone Category
8.	Click **"Next" .** [Next]	

Location Information

Please confirm and/or update location information on the completed well

* Indicates required field

Surface Location Section

Section *
[01 ▼]

Township *
[01 ▼] [N ▼]

Range *
[01 ▼] [E ▼]

B&M *
[MD ▼]

Field
McKittrick

Latitude *
[35.3017387390137]

Longitude *
[-119.60848236084]

County
Kern

Corner Call *
[   ]

Source
[Operator Submitted ▼]

Date Collected
[📅]

Location Description
[Fr SE cor 1918N 430W]

All comments are discoverable records, open to public review.

Bottom Hole Location Section

Section *
[01 ▼]

Township *
[01 ▼] [N ▼]

Range *
[01 ▼] [E ▼]

B&M *
[MD ▼]

Field
McKittrick

Latitude *
[35.3017387390137]

Longitude *
[-119.60848236084]

County
None

Corner Call *
[   ]

All comments are discoverable records, open to public review.

Section 6. Location Information

Step	Action	Required Fields
1.	Input the following data into the **As Drill Surface Location Information:** • **Section, Township, Range, B&M** • **Latitude and Longitude (NAD 83)** • **Corner Call** • **Source** (i.e. GPS, HUD) and the **Date Collected** • **Location Description** (if Applicable)	Section, Township, Range, B&M, Latitude and Longitude, Corner Call, Source, Date Collected
2.	Input the following data into the **As Drilled Bottom Hole Location Information:** • **Section, Township, Range, B&M** • **Latitude and Longitude (NAD 83)** • **Corner Call**	Section, Township, Range, B&M, Latitude and Longitude, Corner Call,
3.	Click **"Next"** . Next	

Wellhead Equipment

▼ Advanced Filtering   Actions ▾   ⚙

Type	Pressure...	Make	Model	Install Da...	Description	Actions
Unitized wellhead	5000			03/03/2019		Actions▾

Section 7. Features and Cement

Step	Action	Required Fields
1.	Click the Actions button and input all pertinent **Wellhead Equipment** by clicking **"Add Equipment"**	Equipment Type, Pressure Rating
2.	Click **"Save"**. Save	
3.	Click **"Next"** . Next	

Form ID: 1068

Form Navigation ⊙	Feature and Cement

1. Form Information
2. EDD Submission ✔
3. Operator Information ✔
4. Permit Information ✔
5. Well Information ✔
6. Location Information ✔
7. Feature and Cement
8. Completion & Perforation
9. Document Upload
10. Directional Survey Submission
11. Directional Survey
12. Form Submit
13. Confirmation
14. Summary Review
15. Correspondence
16. Review Comments
17. Review

Please enter information on the Features, Cement, and Cement classes below.   * Indicates required field

Wellbore Construction Feature

Actions ▾

Feature	Unique ID	Top	Bottom	Install Date	Remove Date	

Cement Segment

Actions ▾

Associated Feature	Unique ID	Top	Bottom	Install Date	Remo Date	

Cement Class

Actions ▾

Associated Cement Segment	Cement Type	Volume (Sacks)	Yield (cubic ft)	Weight (lbs/gal)	Le

Back   Next   Save

Construction Feature   ✕

* Indicates required field

Feature *

[▼]

Feature Top
(measured depth) *

[   ]

Feature Bottom
(measured depth) *

[   ]

Outside Diameter
(decimal inches)

[   ]

Inside Diameter
(decimal inches)

[   ]

Weight (lbs)

[   ]

Grade/Type

[▼]

Pressure

[   ]

New Pipe

[▼]

Pulled

[▼]

Install Date

[📅]

Remove Date

[📅]

Connection Type

[▼]

Description

[   ]

All comments are discoverable records, open to public review.

   ⊘ Cancel   ✓ Update

Section 8. Features and Cement

Step	Action	Required Fields
4.	Input all pertinent **Wellbore Construction Feature Record** by clicking **"Add Feature Record"**	Feature, Feature Top, Feature Bottom
5.	Click **"Save".** Save	
6.	Input all pertinent **Cement Interval** by clicking **"Add Cement Segment"**	Cement Feature, Top, Bottom,
7.	Click **"Save"** . Save	
8.	Input all pertinent **Cement Class** by clicking **"Add Cement Class".**	Cement Type, Sacks,
9.	Click **"Next"** . Next	

Form Navigation

1. Form Information
2. EDD Submission ✔
3. Operator Information ✔
4. Permit Information ✔
5. Well Information ✔
6. Location Information ✔
7. Feature and Cement ✔
8. Completion & Perforation
9. Document Upload
10. Directional Survey Submission
11. Directional Survey
12. Form Submit
13. Confirmation
14. Summary Review
15. Correspondence
16. Review Comments
17. Review

Completion & Perforation

Please enter information on the Completion Intervals and Completion perforations below.

* Indicates required field

Completion Interval

Actions ▾

Unique ID	Type	Interval Status	Pool Code	Top	Bottom	Status
C1	Observation	Unknown	Observation			Current

Completion Perforations

Actions ▾

Associated Completion Interval	Type	Perforation Status	Top	Bottom	Status	Actions

Initial Production Tests

Actions ▾

Interval Tested	Type	Date From	Date To	Actions

Back   Next   Save

Completion Interval   ✕

*Indicates required field

Type *

[▼]

Interval Status *

[▼]

Top *

[   ]

Bottom *

[   ]

Pool Code

[▼]

Formation *

[▼]

[⊘ Cancel] [✓ Update]

Completion Perforation   ✕

*Indicates required field

Associated Completion Interval *

[▼]

Type *

[▼]

Perforation Status *

[▼]

Top *

[   ]

Bottom *

[   ]

Diameter

[   ]

Spacing

[   ]

Number of Shots

[   ]

Perforated Date

[🗓]

[⊘ Cancel] [✓ Update]

Production Test ×

* Indicates required field

Interval Tested * ▼ | **Test Type** * ▼ | **Production Method** * ▼

Formation

From

3/8/2018 11:07 AM

To

3/8/2018 11:07 AM

Water Rate (bbls/24 hour) | **Total (bbls)** | **Disposition** ▼

Gas Rate (bbls/24 hour) | **Total (bbls)** | **Disposition** ▼

Oil Rate (bbls/24 hour) | **Total (bbls)** | **Disposition** ▼

Oil/Gas Ratio | **Oil Gravity** | **Production Time (hours)**

BTU | **H2S Concentration**

Casing Pressure - Flowing (psi/psig) | **Shut-In (psi/psig)**

Tubing Pressure - Flowing (psi/psig) | **Shut-In (psi/psig)**

Bottom Hole Pressure - Flowing (psi/psig)

Choke 64th | **Choke Size**

⊘ Cancel   ✓ Update

Section 9. Completion and Perforation

Step	Action	Required Fields
1.	Input all pertinent **Completion Interval** details by clicking **"Add Completion Interval".**	Type, Interval Status, Top, Bottom, Pool Code, Formation
2.	Click **"Save".**	
3.	Input all pertinent **Completion Perforation** details by clicking **"Add Perforation Record".**	Associated Completion Interval Perforation Type, Perforation Status, Top, Bottom
4.	Click **"Save".**	
5.	Once all Completion and Perforatoin information is adding, Click **"Next".** Next	

Form Navigation

1. Form Information
2. EDD Submission ✔
3. Operator Information ✔
4. Permit Information ✔
5. Well Information ✔
6. Location Information ✔
7. Feature and Cement ✔
8. Completion & Perforation ✔
9. Document Upload
10. Directional Survey Submission
11. Directional Survey
12. Form Submit
13. Confirmation
14. Summary Review
15. Correspondence
16. Review Comments
17. Review

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

▼ Advanced Filtering   Actions ▾   Search

Upload D...	Uploade...	Type	Description	Filename	Size	Actions

Back   Next   Save

Section 10. Document Upload

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the well summary. This can include: • Correspondence • Casing Program • CEQA Document • Confidentiality Request Letter • Waste Management Program • Environmental Monitoring • Map • Mineral Lease Description • Mineral Lease Map • Local Agency Permit • Photo • Spacing Plan • Supporting Document • Well Evaluation • Well Log • Wellbore Diagram • State Agency Permit • Air Quality Management Plan • Federal Permit	
2.	To upload, click **add document**. A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click **upload.**	Title, Relevant Date, Description
4.	Select **Upload** to upload the form to WellSTAR.	
5.	Select **"Next".**	

Section 11. Directional Survey Submission

Step	Action	Required Fields
1.	If a Review Comment is needed, type your comment in the comment field and click the icon labeled **Add Comment.**	
2.	Click **"Next".** Next	

Section 12. Directional Survey

Step	Action	Required Fields
1.	Preview the Submission	
2.	Click **"Next".**　　Next	

Form Navigation

1. Form Information
2. EDD Submission ✔
3. Operator Information ✔
4. Permit Information ✔
5. Well Information ✔
6. Location Information ✔
7. Feature and Cement ✔
8. Completion & Perforation ✔
9. Document Upload ✔
10. Directional Survey Submission ✔
11. Directional Survey ✔
12. Form Submit
13. Confirmation
14. Summary Review
15. Correspondence
16. Review Comments
17. Review

Form Submit

Associate related online form submissions to this submission by entering the Form ID.

Online Form Association

Actions ▾ ⚙

Form ID	Form Category	Title	Description	Actions

Comments ▾

Actions ▾

| ◄◄ | ◄ | 0 | ► | ►► | | 20 ▾ | items per page | No results to display | ↻ |

Add

All comments are discoverable records, open to public review.

Acknowledgement

Submitter

☐ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete. *

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Back   Submit   Save

Section 13. Form Submit

Step	Action	Required Fields
1.	If any form needs to be added, click **Add Form**. This creates a popup. Type in the formID or name and click **"Save"**.	
2.	If any comments pertaining to the submittal is needed, type in the comment and click **Add Comment**.	
3.	When ready to acknowledge, click the box label **"I herbey certify…"**. This autopopulates the user's name who is filling out the form.	
4.	Click the button **"Preview Submission Summary"** to generate the submission.	
5.	When satisfied with the submission, click **"Submit"**.	

Section 14. Confirmation

Step	Action	Required Fields
1.	No action needed. NOTE: The Well Summary Form is submitted and goes through an internal review process. Well Summary Review Task is created per district.	

1.1.1 Key Points

- External/Internal user submit Well Summary online form
- WellSTAR creates tasks for the internal user to complete
- WellSTAR runs batch job to check for due dates of tests that are indicated on the Well Summary form. It sends an email to operators to remind them of upcoming tests.
- Well Summary online form is used by external users to _update_ well details If they want to make correction to initial form.
- Internal users can update well details based on site inspections, such as mark a well as hazardous, orphan, or critical.
- Internal Users can correct well detail information by using the Well Summary Form